



COMDTINST 5760.15

MAR 1 1 2005

# COMMANDANT INSTRUCTION 5760.15

Subj: COAST GUARD FOUNDATION SCHOLARSHIPS

1. **PURPOSE.** This Instruction is to promulgate information and procedures regarding applications for scholarships administrated by the Coast Guard Foundation. Scholarships covered in this Instruction are the Arnold Sobel Endowment Fund, Coast Guard Foundation Scholarship Fund and the Captain Ernest W. Fox perpetual Scholarship Program.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, unit commanding officers and officers in charge, commanding officers of integrated support commands, family resource specialists, and work-life supervisors shall ensure the widest dissemination. Internet release is authorized.
3. **DIRECTIVES AFFECTED.** The Arnold Sobel Endowment Fund Scholarship, COMDTINST 5760.9 is cancelled.
4. **DISCUSSION.**

- a. **The Arnold Sobel Endowment Fund Scholarship and Coast Guard Foundation Scholarships** honor RADM Arnold Sobel, whose affiliation with the Coast Guard began during World War II, when he commanded a Landing Ship Tank and made many of the landings in the South Pacific. Those who knew him remember him for his many contributions to the maritime community, impact on the "One Coast Guard" concept through his reserve service, and his philanthropic efforts with the Coast Guard Foundation. This fund offers four or more Sobel grants and four or more Coast Guard Foundation grants for each school year. The Sobel grants may range up to \$5,000.00 per year and the Coast Guard Foundation Grants may range from \$2,500.00 to \$5,000.00 per year for a total of four years. Both the Sobel and the Coast Guard Foundation grants are renewable each year for four consecutive years as long as the student, in

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the opinion of the committee, continues to qualify. Dependent sons and daughters of enlisted men and women of the U.S. Coast Guard or U.S. Coast Guard Reserve on extended active duty for 180 days or more, retired or deceased are eligible to apply for these full-time scholarships. Spouses are not eligible to apply for these grants. Applicants must be college bound high school seniors, or full-time students already enrolled in a four-year undergraduate program. A two-year or four-year course of study at a properly accredited technical or vocational training school will qualify for those students not seeking an undergraduate degree. Recipients of these scholarships must be full-time students. These grants are not available for spouse or graduate studies. Application and qualifications procedures for the Sobel and Coast Guard Foundation scholarships are contained in enclosure (1).

- b. **The Captain Ernest W. Fox Perpetual Scholarship Program (FOX)**, is sponsored by Clay, Elizabeth and Dean Fox to honor the memory of their late son/ brother, Captain Ernest W. Fox, who served 23 years in the Coast Guard (1977-2000). The program established a perpetual scholarship at the Coast Guard Aircraft Repair and Supply Center (ARSC), Elizabeth City, North Carolina to assist the education/ training endeavors of ARSC personnel. Captain Fox served as the Assistant Chief of the Repair Division from 1992 until 1996. This scholarship consists of a one-time \$500.00 grant to be awarded for each school year. The scholarship is not renewable; however, recipients of this scholarship are eligible and encouraged to apply in succeeding years. Employees of the ARSC (active duty military, federal civil service) and their dependents (including spouses) are eligible to apply for this grant. The Commanding Officer, ARSC will have preliminary screening responsibility for determining eligibility based on employment status at ARSC, and for initiating and completing appropriate background investigations on applicants. Grants are intended to be used for preparatory, collegiate, postgraduate, professional and vocational education, or formal/informal training, which develops the talents and potential of the beneficiary. Qualifications procedures for the FOX scholarship are contained in enclosure (2).
- c. **Other Scholarship Opportunities.** New scholarships/grants donated to the foundation for administration by Commandant (G-WKW-2) will be added to the pool of funds provided by the Foundation Scholarship program. These new gifts will not receive announcements separate from the annual ALCOAST announcing the annual Coast Guard Foundation Scholarship open season. The Coast Guard Foundation will notify gift donors and scholarship winners of these additional perpetual or one-time gifts. Gifts that cannot be processed during the normal January 1<sup>st</sup> to March 31<sup>st</sup> time frame will be held until the next annual scholarship open season. From time to time, the Coast Guard Foundation receives gift donations to support continuing education for active duty and reserve on extended active duty members. Information about these emergent opportunities will be released via an ALCOAST. For additional information on scholarships for active duty or reserve members contact Commandant (G-WTT) at 202-267-2987. The Coast Guard Institute maintains a listing of all scholarships and grants on their website available to service members and their families.
- d. **Educational gifts.** Educational gifts given to the Coast Guard, whether for active duty or dependents, will be accepted through the Coast Guard Foundation. Additional information on the donation of gifts to the Coast Guard Scholarship Program may be obtained from the Foundation at 860-535-0786 or in writing, to Coast Guard Foundation, 394 Taugwonk Road, Stonington, Connecticut 06378-1807.

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## 5. SELECTION PROCEDURES.

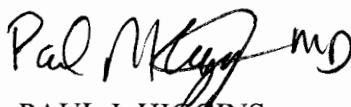
- a. Dependent scholarship applications for the Coast Guard Foundation Scholarship Program will be evaluated by a panel consisting of the Superintendent of the Coast Guard Academy, Commandant (G-WK), Master Chief Petty Officer of the Coast Guard, and President of the Coast Guard Foundation and/or their designee. The panel will meet annually in April and scholarship awards will be announced by June 1<sup>st</sup> annually. Scholastic promise, motivation, moral character, leadership qualities, and good citizenship are the major considerations in the selections of awardees. The selection committees' judgment shall be final in all decisions having to do with selection and administration of the scholarship program. The individual office of the selection committee member shall incur expenses for travel in regards to the selection committee meeting.
- b. Applicants will be selected on an objective and non-discriminatory basis. The Coast Guard Foundation will handle all financial transactions and financial issues relating to the current Foundation Scholarship funds, and any other additional future scholarships. Grant monies will be dispersed by the Coast Guard Foundation in payment towards expenses of tuition, room and board, books and fees beginning September 1<sup>st</sup> annually. Recipients of these grants must be full-time students, as defined by the institution of higher learning the student will attend. Recipients of these grants may be requested to provide additional documentation, in support of the application materials, to the Foundation before expenses are paid.
- c. Recipients of these grants will be afforded the honor of having their name, along with sponsor and/or parent announced to the Coast Guard by ALCOAST from Commandant (G-WKW-2). In addition, awardees will be honored at Coast Guard Foundation events and have their name listed with the Coast Guard Foundation Scholarship winners of the year.

## 6. APPLICATION PROCEDURES.

- a. Application materials for the Sobel and Coast Guard Foundation scholarships are the same. Application materials and requirements will be available from Commandant (G-WKW-2) beginning the first working day of each calendar year through the last working day of March. In addition, application information can be obtained by contacting the Family Resource Specialist (FRS) at your regional Integrated Support Command Work-Life Staff at 800-872-4957. Photographs are not to be submitted. Application packages shall include originals plus four copies of all required materials, with the exception of official transcripts. Applicants should submit one sealed official copy of all transcripts along with their completed application. Eligible applicants may apply for one or more grants with one completed application packet. Application packets will not be returned to the applicant.
- b. Applicants for the Sobel and Coast Guard Foundation scholarships shall be submitted to Commandant (G-WKW-2), ATTN: Scholarship Program Manager, 2100 2<sup>nd</sup> Street, SW, Room 6320, Washington, DC 20593-0001. Applications must be received by March 31<sup>st</sup> annually. An April 1<sup>st</sup> postmark is not acceptable. Questions may be directed to the Scholarship Program Manager at 202-267-6728.

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- c. Applicants for the FOX scholarship shall be obtained from and submitted to the ARSC. Additional information on the FOX scholarship can be obtained by contacting the ARSC Career Development Advisor at 252-335-6214.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
8. FORMS AVAILABILITY. Coast Guard Foundation Scholarship Application, CG-6054 and Coast Guard Foundation Scholarship Financial Aid Form, CG-6053 are available in USCG Electronic Forms on the Standard Workstation or on the Internet at <http://www.uscg.mil/ccs/cit/cim/forms1/welcome.htm> or the Intranet at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/forms1/main.asp>.



PAUL J. HIGGINS  
Director of Health and Safety

- Encl: (1) Arnold Sobel and Coast Guard Foundation Scholarship Application Procedures  
(2) CAPT Ernest W. Fox (FOX) Coast Guard Scholarship Application Procedures  
(3) Coast Guard Foundation Scholarship Financial Aid Form  
(4) Coast Guard Foundation Scholarship Application

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## Arnold Sobel and Coast Guard Foundation Scholarship Application Procedures

These procedures are provided to assist in the creation and submission of a Coast Guard Foundation scholarship application packet. The Coast Guard Foundation Scholarship open season occurs annually beginning the first working day of the New Year until close of business on March 31<sup>st</sup>. Students must create a scholarship application packet for submission; the application packet must include the following items: essay, letter of recommendation, application, evidence of acceptance, financial aid worksheet, college entrance scores, and transcripts.

1. Essay – students are to submit a two-page essay addressed to the scholarship selection committee. The first paragraph of the essay should address the reason the student feels being awarded a grant from the Coast Guard Foundation would support their educational endeavors. The remainder of the essay should address the student's motivation, moral character, leadership, citizenship, and scholastic promise. Do not submit additional letters, honors or awards; include a summary of these achievements inside the essay or submit an additional two page resume highlighting achievements, extra curricular activities, and paid or volunteer work experience. Essay and resume are limited to a maximum of four pages and submitted as part of the application packet.
2. Letter of recommendation – students are to submit one letter of recommendation from a school official. The letter of recommendation should address the student's motivation, moral character, leadership, citizenship, and scholastic promise, and is limited to a maximum of two pages and submitted as part of the application packet.
3. Application – students are to complete and return the Coast Guard Foundation Scholarship Application (enclosure 4). The application may not be processed without sponsor consent; sponsors who are unavailable may contact Commandant (G-WKW-2) for additional guidance. Applicant and Coast Guard sponsor information must be provided before the application may be processed. The Coast Guard Scholarship application will be used to verify member eligibility, status, and/or geographic location, as required by Foundation scholarships. Unmarried dependent sons and daughters of enlisted active duty members of the Coast Guard or Coast Guard reserve forces who are on active duty and have served 180 days or more on they present assignment are eligible to apply for these grants. In addition, retired Coast Guard enlisted members, or deceased Coast Guard enlisted members unmarried dependents are eligible to apply for these grants. Applicants must be entering or enrolled in undergraduate status and under the age of 23 to meet eligibility requirements. Applications may not be submitted for graduate studies. Spouses are not eligible to submit applications for these grants.
4. Evidence of acceptance - students are to submit evidence of acceptance to an institution of higher learning. Students waiting on notification of admission from their chosen institution may submit a photocopy of their admission application to the institution of higher learning in lieu of evidence of acceptance. Students who are enrolling in an accredited technical or vocational course of study and the institution does not require admission acceptance must provide a written statement to that effect, in lieu of evidence of acceptance. Final admission decisions to an institution of higher learning are not required for eligibility to apply for Coast Foundation Scholarships; however, students selected to receive a Coast Guard Foundation grant must provide evidence of acceptance to an institution of higher learning before the payment of expenses. Evidence of acceptance or a photocopy of an

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admission application or a statement that a vocational, technical or community college does not require admission acceptance must be submitted as part of the application packet.

5. Financial aid worksheet - students are to submit a Coast Guard Foundation financial aid worksheet (enclosure 3). The worksheet will require self-certification of student's financial need. Do not submit pay stubs, tax forms or application for federal student aid (FAFSA). The parents or the student may submit a written statement to further define financial need, limit to a maximum of one page, as part of the application packet.
6. College entrance scores - students are to submit copies of college entrance test scores (i.e., SAT/ACT/MAT scores) or provide a written statement, limited to a maximum of two pages, that college entrance scores are not required for admission (i.e., community colleges, vocational or technical educational institutions). The college entrance scores or statement should be submitted as part of the application packet.
7. Transcripts - students are to submit one official copy of their high school and/or college transcript. If currently attending college, both high school and college transcripts must be submitted for consideration. Students who have an average of "B" or better beginning in their sophomore year in high school may qualify for additional grants. Transcripts must remain sealed and unopened. Additional copies for submission packets will be provided by Commandant (G-WKW-2). If transcripts are not available for inclusion into the scholarship application packet, they may be forwarded to Commandant (G-WKW-2) by the educational institution. Transcripts forwarded to Commandant (G-WKW-2) from educational institutions must arrive on or before March 31<sup>st</sup>, late submissions will not be processed. An April 1<sup>st</sup> postmark is not acceptable. Application packets received at Commandant (G-WKW-2) without transcripts will be considered incomplete.
8. Statement format - students are to provide all statements on white bond paper, typed, using 12-pitch font size, choosing a block style for font (for example, do not use script, italic or similar styles). Times New Roman, Arial, or similar block fonts are suggested formats. Address each statement to the Scholarship Selection Committee, Commandant (G-WKW-2), 2100 2<sup>nd</sup> Street, SW, Room 6320, Washington, DC 20953. Include a subject line stating the title of the statement, for example, evidence of acceptance, financial aid statement, or college entrance scores. Each page shall have the student's full name in the upper right hand corner and a signature block at the end with printed name and a signature above the name. Statements are limited to a maximum of two pages. Statements or application materials shall not be stapled; however paper clips are acceptable.
9. Scholarship application packet - the Coast Guard Foundation scholarship application packet shall include one original copy plus four copies of all materials, except official transcripts. Transcripts must arrive at Commandant (G-WKW-2) sealed. To complete the scholarship application packet, students should provide a photocopy, as the original, of their letter of recommendation, college entrance scores, and evidence of acceptance, in addition, to the essay, application, financial aid worksheet, and statements. Students are encouraged to retain a copy of all application materials before submission, as copies of applications will not be available from Commandant (G-WKW-2).

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10. Submission - students who intend to mail their application packet should ensure it is received at Commandant (G-WKW-2), before the close of business on March 31<sup>st</sup>; an April 1<sup>st</sup> postmark is not acceptable. If March 31<sup>st</sup> falls on a non-working day (i.e., federal holiday, Saturday or Sunday), the scholarship deadline will not be extended to accommodate the non-working day. Do not submit additional materials (i.e., awards, certificates, etc). Do not submit photographs. Application materials are not to be stapled; however, paperclips are acceptable.
11. Questions or comments may be directed to the Scholarship Program Manager at 202-267-6728 or Commandant (G-WKW-2), ATTN: Scholarship Program Manager, 2100 2<sup>nd</sup> Street, SW, Room 6320, Washington, DC 20593-0001

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**Captain Ernest W. Fox (Fox) Scholarship Application Procedures**

These procedures are provided to assist in the submission of a FOX scholarship application packet. Application and qualifications procedures for the FOX scholarship are limited; only employees of the Coast Guard Aircraft Repair and Supply Center (ARSC), Elizabeth City, North Carolina (both active duty military and federal civil service, and their dependents are eligible to apply for this grant).

1. Application - student must contact the ARSC Career Development Advisor at 252-335-6214 to obtain application and qualification procedures for the FOX grant annually during Coast Guard open scholarship season beginning the first working day of the New Year until a deadline set by the ARSC. Applications for the FOX scholarship should not be submitted to Commandant (G-WKW-2), FOX applications must be forwarded to the ARSC Career Development Advisor for consideration.
2. Preliminary screen - student must pass a preliminary screen for eligibility based upon criminal record and employment status at the ARSC. Preliminary screening should reflect a finding of no criminal record reflecting conviction of any felony, theft, act of violence, or charge involving alcohol or illegal drugs. Applicants must present good character, high morals, be goal oriented, and have objectives they wish to accomplish in their personal and professional life.
3. Awards - recipients of this scholarship should plan to attend, with parent (s) or sponsor, an awards function at a place designated by the Commanding Officer, ARSC. The recipients will be afforded the honor of having their name engraved on a perpetual plaque located at the ARSC in Elizabeth City, North Carolina.
4. Dependent - the term "dependent" as used for the Captain Ernest W. Fox Scholarship refers to one of the following: a lawful spouse, or an unmarried child or stepchild under 23 years of age who is a dependent of someone employed at the Aircraft Repair and Supply Center, either an active duty or federal civil service employee.
5. Submission - applications shall be obtained from and submitted to Commander, ARSC to arrive no later than the deadline set by the ARSC. Applications meeting preliminary screening will be forwarded by the ARSC to Commandant (G-WKW-2) to arrive no later than April 1<sup>st</sup> annually. Questions should be directed to the ARSC Career Development Advisor at 252-335-6034.



U.S. DEPARTMENT OF  
HOMELAND SECURITY  
U.S. COAST GUARD  
CG-6053 (01-05)

## Coast Guard Foundation Scholarship Financial Aid Form

DOC. NO.

CG-1112 Only

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please complete this form and submit it with your application packet. You are providing self-certification of your financial need. Do not submit pay stubs, tax forms or your Free Application for Federal Student Aid (FAFSA). You may submit a written statement to further define your financial need.

List your anticipated college cost for the year below:

Tuition \$ \_\_\_\_\_ Housing \$ \_\_\_\_\_ Lab Fees \$ \_\_\_\_\_ Books \$ \_\_\_\_\_

Transportation \$ \_\_\_\_\_ Personal expense \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Total college cost per year: \_\_\_\_\_

- How much money have you saved for college? \_\_\_\_\_
- Have you applied for other scholarships? ☐ Yes ☐ No
- Have you received any scholarships for school? ☐ Yes ☐ No
- If yes, how much have you been awarded? \_\_\_\_\_
- Have you applied for college grants? ☐ Yes ☐ No
- Have you received approval for college grants? ☐ Yes ☐ No
- If yes, how much have you been awarded? \_\_\_\_\_
- Have you applied for a college loan? ☐ Yes ☐ No
- Are you applying for money to complete undergraduate studies? ☐ Yes ☐ No
- If no, please explain: \_\_\_\_\_

**Student/ Sponsor Certification:**

We certify that, to the best of our knowledge, all responses are true and factual, and the sponsor, as well as the applicant, has reviewed the scholarship eligibility requirements. We verify the applicant is unmarried and has not reached the age of twenty-three (23) on this day. We also agree, if the applicant is selected as a scholarship recipient, applicant, parent and sponsor name, along with sponsor duty location will be used for purposes of news and publicity of the Coast Guard Foundation Scholarship Program by Commandant (CG-1112) and the Coast Guard Foundation for current and future promotions of the scholarship program.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**5 U.S.C. 552(a) Privacy Act**

- a. AUTHORITY: 5 U.S.C. § 301 Departmental Regulations
- b. PURPOSE: To collect information for the purpose of processing requests for consideration for award of a Coast Guard Foundation Scholarship.
- c. ROUTINE USES: Used in the performance of official duties related to the processing of scholarship documents. Viewed by the selection panel and Coast Guard Foundation staff.
- d. DISCLOSURE: Voluntary; however failing to provide the information may result in disqualification from consideration for award of a Coast Guard Foundation scholarship.

U.S. DEPARTMENT OF  
HOMELAND SECURITY  
U.S. COAST GUARD  
CG-6054 (01-05)

## Coast Guard Foundation Scholarship Application

DOC.NO.

CG-1112

### APPLICANT DATA:

Ms. ☐ Mr. ☐ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

DOB: Month \_\_\_\_/\_\_\_\_ Day \_\_\_\_/\_\_\_\_ Year \_\_\_\_/\_\_\_\_/\_\_\_\_ Student Tel # \_\_\_\_\_

Sponsor Tel # \_\_\_\_\_ Student E-mail \_\_\_\_\_

**High School Data:** Will you graduate from high school this year? Yes ☐ No ☐

Expected high school graduation date: Month \_\_\_\_/\_\_\_\_ Year \_\_\_\_/\_\_\_\_/\_\_\_\_

Cumulative GPA \_\_\_\_\_ (convert on a 4.0 basis) Rank in Class \_\_\_\_\_ of \_\_\_\_\_

High School \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

### College Data:

Did you attend college last year? Yes ☐ No ☐ If yes, give your GPA \_\_\_\_\_ (convert on a 4.0 basis)

List the undergraduate US college/school you attend or the colleges/schools where you have applied.

Name \_\_\_\_\_ State \_\_\_\_\_

Name \_\_\_\_\_ State \_\_\_\_\_

Major \_\_\_\_\_

Expected college graduation date: Month \_\_\_\_/\_\_\_\_ Year \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Expected college degree AA ☐ BA ☐ BS ☐ Other ☐ If other, please explain \_\_\_\_\_

### Community Service and Extra-Curricular Activities Data:

Please provide information that relates to activities occurring during the last 4 years of high school to the present. You may attach a resume highlighting your service or activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Coast Guard Sponsor Data:**

Pay Grade \_\_\_\_\_ Rank \_\_\_\_\_ Employee ID (Do not give your social security number) \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Coast Guard Unit \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

District \_\_\_\_\_ Area \_\_\_\_\_ Sector \_\_\_\_\_ ISC \_\_\_\_\_

Yes No

☐ ☐ Active Duty (If yes, date entered on active duty) \_\_\_\_\_☐ ☐ Reserve on extended active duty (If yes, give start date of present duty assignment) \_\_\_\_\_☐ ☐ Retired (If yes, date of retirement from the Coast Guard) \_\_\_\_\_☐ ☐ Deceased (If yes, provide date) \_\_\_\_\_

Print Name (Father) \_\_\_\_\_ Tel # \_\_\_\_\_

Print Name (Mother) \_\_\_\_\_ Tel # \_\_\_\_\_

**Student/ Sponsor Certification:**

We certify that, to the best of our knowledge, all responses are true and factual, the sponsor, as well as the applicant, has reviewed the eligibility requirements. We verify the applicant is unmarried and has not reached the age of twenty-three (23) on this day. We also agree, if the applicant is selected as a scholarship recipient, applicant, parent and sponsor name, along with sponsor duty location will be used for purposes of news and publicity of the Coast Guard Foundation Scholarship Program by Commandant (CG-1112) and the Coast Guard Foundation for current and future promotions of the scholarship program.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

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